



**THE STATE BAR OF CALIFORNIA  
OFFICE OF CERTIFICATION  
180 Howard Street · San Francisco, CA 94105-1639  
(415) 538-2325 · [mjp@calbar.ca.gov](mailto:mjp@calbar.ca.gov)**

## **Out-of-State Registered In-House Counsel Program**

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### **APPLICATION INSTRUCTIONS FOR REGISTERED IN-HOUSE COUNSEL**

Mail your application to: Office of Certification, The State Bar of California, 180 Howard Street, San Francisco CA, 94105-1639

Include payment of \$550 for the application fee and \$363 for the determination of moral character fee for a total of \$913.

Make checks payable to: The State Bar of California.

Important note: Effective January 1, 2005 the Determination of Moral Character application fee will be \$378.

Applications submitted after January 1, 2005 should be submitted with a check for \$928.

Refer to the enclosed California Rules of Court and Rules of The State Bar of California as you complete the application and attachments.

You should receive notification of registration within 30 days.

Completion of the Determination of Moral Character takes approximately 5 months.

Failure to pass the moral character determination or to meet your MCLE requirement will result in revocation of your registration.

You are required to provide a Social Security Number on the Determination of Moral Character Application pursuant to Business and Professions Code Section 30 (State of California's tax enforcement provisions) and Family Code Section 17520 (Child Support Enforcement Programs).

### **THE REGISTRATION PROCESS**

<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
Application is submitted and reviewed for completeness and eligibility.	Registration is approved.	Determination of Moral Character is completed.	Initial MCLE requirement must be met within 1 year of Registration.	Registration Renewal is required on an annual basis as well as payment of annual fee.

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### **HOW TO AVOID DELAYS OR REVOCATION**

#### **STEP 1- Application Process**

1) Applicant Information: Fill this section out completely. Please carefully review instructions on application pertaining to your address of record.

You must notify the State Bar within 30 days of any change to your address. If you cease employment with your qualifying institution you must notify the State Bar within 30 days. If you find new employment at another Qualifying Institution, you must file a new Declaration of Qualifying Institution. Refer to Rules of The State Bar of California- Registered In-House Counsel program, rule 12, for all reporting requirements.

2) Qualifying Institution: Fill out this section completely, including a contact for verification of your employment. If you change employment you must notify the State Bar within 30 days and file a new declaration of qualifying institution.

3) Attachments:

Attachment A: Declaration of Applicant: Date and sign the declaration. The declaration must have an original signature.



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### **STEP 1- Application Process (Contd)**

Attachment B: Declaration of Qualifying Institution: Pursuant to California Rules of Court, rule 965(c)(3), this declaration must be completed by one of the officials specified on the declaration. The signature must be original. Refer to Rule of Court 965(j)(1) for the definition of a "Qualifying Institution." The Qualifying Institution must notify the State Bar within 30 days of any change in its status as a qualifying institution or the cessation of employment of the applicant as In-House Counsel.

Attachment C: Admissions/Standing List: You must include all the jurisdictions to which you have been admitted, including all state and federal jurisdictions. If you have any prior record of discipline, a statement regarding the details of the discipline must be attached to the admissions/standing list.

Application for Determination of Moral Character: Your application must include an Application for Determination of Moral Character. See the separate instructions included with the Application for Determination of Moral Character, which will be processed by Office of Admissions of The State Bar of California. If you have an Application for Determination of Moral Character already pending or completed with the Office of Admissions, you should submit current certificates of standing for all jurisdictions in which you are licensed to practice law with your application for registration as a Registered In-house Counsel. Contact the Department of Admissions if you would have an existing Determination of Moral Character Application on file and would like to file an extension.

Payment: Submit the Application Fee of \$550 and the Determination of Moral Character Fee of \$363 with your application. Applications submitted without payment will not be processed. Submit one check for the total amount \$913 made payable to: The State Bar of California.

***IMPORTANT NOTE: Effective January 1, 2005 the Determination of Moral Character fee becomes \$378.  
Applications submitted after January 1, 2005 should be submitted with a check for \$928.***

### **STEP 2- Registration Approved**

Once we have received a complete application and reviewed your eligibility, you will be registered as In-House Counsel. If you are determined to be not eligible for the program, you will receive a letter of denial. Refer to Rules of the State Bar of California- Registered In-House Counsel Program, rule 9 for reasons that an application may be denied. Upon receipt of registration, you are authorized to practice law under the conditions specified in Rule of Court 965.

### **STEP 3- Determination of Moral Character Complete**

It takes approximately 5 months to complete the Moral Character Determination. The Office of Admissions will contact you if they have questions or problems with your Determination of Moral Character Application. If you receive an adverse Determination of Moral Character, your registration will be revoked.

### **STEP 4- MCLE Requirement**

When you receive your notice of registration you will receive information about your MCLE requirement. Your initial MCLE requirement must be satisfied within one year of your registration date. Details will be posted on the State Bar's Web site; <http://www.calbar.ca.gov> in the section of "Attorney Resources" that deals with the Multijurisdictional Practice Program.

### **STEP 5- Registration Renewal**

You will receive a fee statement and a registration renewal on an annual basis.